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## APPENDIX C

### AIR FORCE IMPLEMENTING INSTRUCTIONS

#### C-1. Purpose.

a. This appendix implements the oversight of depot level maintenance activities policy as outlined in AFPD 21-1, Managing Aerospace Equipment Maintenance. This appendix prescribes AFMC policies and procedures for implementing the Joint Logistics Commander's (JLC) Joint Depot Maintenance (JDM) Program. It delineates guidelines and responsibilities to enhance operational readiness and logistics support of materiel/systems through timely and cost effective assignment of depot level maintenance (DLM) responsibilities.

b. Conditions:

(1) These guidelines do not prohibit the introduction of a system or item for a depot maintenance interservice (DMI) review and subsequent depot source of repair (SOR) assignment that is below the investment threshold specified in the basic regulation when there is a probability that investment costs can be avoided, or it can be determined that interservicing may be in the Services' best interest. Before placing any depot maintenance workload on contract each Air Logistics Center (ALC) must explore the interservicing potential with other Services and agencies.

(2) Depot SOR decisions for Air Force system and item acquisitions or modifications will not preclude the need for complying with the requirements of AFMCI 21-xxx, Depot Maintenance Business Planning, in cases where the Air Force is the designated SOR.

**C-2. Policy.** It is Air Force policy to utilize and provide interservice depot maintenance support to the maximum extent possible commensurate with the efficient and effective utilization of the Air Force's depot maintenance infrastructure and effective support to our customers.

**C-3. Responsibilities.** The following are not to be construed as the total interservice responsibilities required by each organization.

a. HQ AFMC Director of Logistics (LG). Serves as the Air Force member of the Joint Group on Depot Maintenance (JG-DM). The JG-DM has been chartered by the Joint Logistics Commanders (JLC) to direct the activities of the Joint Depot Maintenance (JDM) Program and to ensure that the Department of Defense (DoD) depot maintenance base can effectively support the operating forces in both peacetime and wartime, to assure consistent interpretation and execution of joint depot maintenance policies, and to foster information exchange across Service lines.

(1) Depot Maintenance Division (LGP). Serves as the Air Force Maintenance Interservice Support Management Office (MISMO). The MISMO implements and manages the JDM Program within the Air Force. The MISMO coordinates and oversees all JDM issues and activities within the Air Force. Through the Interservice Branch (LGPY), the MISMO manages the DMI review program and depot SOR assignments, and coordinates all JG-DM activities.

(2) Interservice Branch (LGPY).

(a) Performs the following DMI review functions (see basic regulation):

1 Preintroductory analyses of DMI review candidates to ensure that the candidate meets the criteria for DMI review, that the data is complete, and that the type of review proposed (Directed depot SOR, Service Workload Competition, MISMO Review, or Joint Depot Maintenance Activities Group (JDMAG) DMI Study) is appropriate and justified.

2 Validates the source of repair assignment process (SORAP).

3 Determines the Air Force technology repair center (TRC) for Air Force DMI study introductions and for other Service DMI study introductions if the Air Force will nominate a candidate depot for the study (AFMCI 21-xxx).

4 Submits Air Force introductions for DMI review and subsequent depot SOR assignment to JDMAG and the other Service MISMOs.

5 Receives other Service MISMO Review depot SOR recommendations and JDMAG DMI Study recommendations and staffs them with appropriate AFMC and other Air Force commands, activities, and offices, as necessary. Submits the Air Force concurrence or nonconcurrence to JDMAG upon receipt of staffing comments.

6 Receives the joint Service depot SOR assignment decision. Notifies the HQ AFMC Directorate of Plans (XP) for inclusion of the decision in the AFMC Program Management Directive (PMD). Disseminates the decision within the Air Force for implementation.

7 Tracks implementation of interservice depot maintenance decisions and reports progress, through HQ AFMC/LGP, to JDMAG in response to periodic data calls, or as status changes (see basic regulation).

(b) Establishes and maintains contact with the Directorate of Resources Management (DR), Center MISOs, and system program directors (SPD) to identify and ensure timely introduction of weapon systems and equipment for DMI review and subsequent depot SOR assignment.

(c) Develops, manages, and implements AFMC policy on the Depot Maintenance Interservice Support Agreement (DMISA).

(d) Maintains a complete file of interservice depot maintenance agreements, along with related correspondence, through the life of the agreements.

(e) Manages the HQ AFMC/LG interservice depot maintenance workload program for the current and budget years.

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(f) Establishes reporting procedures, including formats, for interservice depot maintenance workload visibility.

(g) Ensures the Interservice Material Accounting and Control System (IMACS) is implemented at each ALC as prescribed in the IMACS Master Schedule.

(h) Provides membership to interservice workload seminars and conferences, as needed.

(3) Modernization Branch (LGPE). Represents AFMC on the joint military construction review initiative which reviews depot maintenance military construction programs (MCP) in compliance with DoD 7000.14-R, Volume 2B, "Budget Presentation and Formulation."

(4) Workload Management Branch (LGPW). Represents AFMC on the joint performance measurement initiative which is developing comparable, consistent, and accurate indicators of depot maintenance performance.

b. Directorate of Plans (XP) Infrastructure Planning Division (XPX). Provides program management directives (PMD) to HQ AFMC/LGP for review and comment.

c. Directorate of Financial Management and Comptroller (FM). Provides a representative to the joint depot maintenance cost comparability initiative.

d. Directorate of Engineering and Technology (EN). Represents AFMC on the joint technology exchange initiative which facilitates the interchange of technology information bearing on depot maintenance across the Military Services, the Defense Logistics Agency (DLA), and as appropriate, the private sector.

e. Air Logistics Centers.

(1) ALC commanders, or their designated representative, will approve each DMISA for workloads which the ALC manages and the ALC will be the Principal, and will approve each DMISA for workloads for which the ALC will be the Agent.

(2) Directorate of Logistics Management (LG). The MISO function within each ALC will be established and maintained within LG. ALC MISO responsibilities include:

(a) Review of new acquisitions and other workloads identified and submitted for DMI review from within the ALC. Submit valid candidates to HQ AFMC/LGPY.

(b) Conduct local workload studies.

(c) Assign Depot Maintenance Interservice Support Agreement (DMISA) numbers for those in which the ALC will be the Agent.

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(d) Coordinate the development or review of DMISAs and represent the ALC in negotiations when the ALC is either the Principal or the Agent. Upon full implementation of the IMACS, its use for DMISA development, negotiation, management, and production reporting will be mandatory. Each MISO will determine who needs access and at what level (refer to Security Requirements in the IMACS Users Manual) at their center. In order to maintain adequate system response times, user access should be restricted to those personnel who actively participate in DMISAs on a routine basis.

(e) Manage all DMISAs as the OPR in which the ALC is either Principal or Agent.

(f) Ensure ALC Principals and Agents are notified within the prescribed time-frame when the DMISA must be terminated. Upon termination of a DMISA, a copy of pertinent documents (i.e., correspondence, Periodic Review Sheet, Termination Checklist, DMISA, etc.) will be provided to HQ AFMC/LGP in hardcopy or softcopy (PC readable) format.

(g) Maintain a complete file of all depot maintenance interservice support agreements in which the ALC is either a Principal or Agent.

(h) Prepare and submit the Depot Maintenance Interservice Support Long Range Plan Report, RCS: MTC-LG(Q)7404.

(3) Defense Finance Accounting Service (DFAS) is the office of primary responsibility (OPR) for accounting and, as such, ensures billing requirements of the DMISA are accomplished. Directorate of Logistics Management (LG) is the office of corollary responsibility (OCR) to the MISO for DMISA accounting and billing issues. LG Directorate will receive a copy of all interservice depot maintenance agreements per AFI 65-60V1 and maintain a file at the ALC where negotiated or at base level.

(4) LG Directorate is the OPR for review and processing of outgoing Project Orders (PO)/Military Interdepartmental Purchase Requests (MIPR) when the ALC is the Principal. Ensures LG Directorate coordination, where required, during PO/MIPR processing.

(5) System Program Directors (SPD), System Support Directors (SSD), Item Managers (IM), Program Group Managers (PGM), Material Group Managers (MGM), and System Support Managers (SSM). The SPD (program manager) assigned for AFMC managed acquisition or modification programs, the SSD, IM, PGM, MGM, and/or SSM, as appropriate, will be responsible for the following actions:

(a) Identify new acquisitions with depot maintenance requirements or other workloads meeting the criteria for DMI study defined in the basic regulation and prepare and submit the necessary Joint Logistics Commanders (JLC) forms and other data to HQ AFMC/LGPY through the ALC MISO to initiate the DMI review.

(b) Develop the workload, program, and technical requirements for the draft DMISA when the ALC will be the Principal and coordinate the requirements with the ALC MISO.

(6) Maintenance Managers. Identify workloads for which the depot maintenance capability must be expanded and which meet the criteria for DMI study defined in the basic regulation to HQ AFMC/LGPY via the ALC MISO.

(7) ALC/Air Base Wing (ABW/LGS) (when the ALC is the Agent):

(a) Participates in DMISA negotiations to determine the support that can be accomplished within the limits of existing systems.

(b) Submits supply-related reports to the Product Directorates as required by each DMISA.

(8) ALC/Product Directorates (when the ALC is the Agent):

(a) Participate in the development or review of DMISAs and represent the ALC in negotiations when requested by the ALC MISO.

(b) Ensure the conditions of performance for interservice depot maintenance agreements are met.

(c) Ensure serialized control, when required by customer request, is according to AFI 23-101, Vol. IX.

(d) Submit all maintenance-related reports as required by each DMISA.

(e) Are the OCR to the MISO for maintenance.

(f) Ensure SOR activities, when not collocated with the Agent ALC, meet the conditions of performance for interservice depot maintenance agreements.

f. Product Centers:

(1) Provide policy and guidance to their respective program and project offices.

(2) Establish an office to serve as the Product Center MISO. Product Center MISO responsibilities include:

(a) Review Product Center programs and projects to identify new acquisitions which meet the criteria for DMI review and ensure they are submitted to HQ AFMC/LGPY at the appropriate milestone.

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(b) Provide advice and assistance to program and project offices in preparing necessary JLC forms and other data required for DMI studies.

(3) Program and project offices will:

(a) Designate a focal point to coordinate timely submission of systems and equipment for DMI study and subsequent depot SOR assignments and to coordinate submission of data required by HQ AFMC/LGPY and JDMAG.

(b) Ensure that DMI study introductory information (JLC Forms 27 and 44) are submitted to HQ AFMC/LGPY through the Product Center MISO. When depot maintenance concepts have not yet been finalized at the required introductory milestone (Engineering and Manufacturing Development (EMD) phase contract award), the program or project will be considered a potential DMI candidate and submitted to HQ AFMC/LGPY accordingly.

(c) Ensure that significant DMI review milestones are included in the integrated logistics support plan (ILSP). Milestones will include the program direction date, DMI review introduction (JLC Forms 27 and 44 submission) date, DMI study supporting data (JLC Forms 28-32 and technical data) availability date, and depot SOR assignment decision requirement date.

(d) Ensure that data elements required for DMI study are included in the logistics support analysis record (LSAR) or other program data base; and that required engineering data such as drawings, specifications, and computer programs (including appropriate availability schedules) are included in contract requirements. Provide the required data elements to JDMAG.

(e) Ensure that contractors' submission of depot level support equipment recommendation data (SERD) and technical order (TO) recommendations (contractor furnished equipment notices) are coordinated and integrated in consonance with the DMI review and depot SOR assignment decision process.

(f) In coordination with the SPD, ensure that AFMC accomplishes the necessary programming and budgeting actions for interim contractor support (ICS), if required, to accommodate the DMI study and depot SOR assignment decision process and the achievement of an organic depot level support capability, if specified by the SORAP.

(g) Establish and maintain a complete and current file of all DMI candidates (JLC Form 27) within the respective systems.

(h) Ensure complete coordination and integration of the decisions made under AFMCI 21-xxx and AFMCI 21-101.

#### **C-4. Procedures.**

a. An initial package of the JLC forms prescribed in this publication will be provided to each ALC and Product Center's Forms Management office. Requiring activities should requisition JLC forms from the local Publishing Distribution Office (PDO).

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b. Service Assignment or Retention of Workloads (see basic regulation). Proposals to retain or assign a depot maintenance workload within the Air Force without the DMI study will be staffed to the Air Force JG-DM member (HQ AFMC/LG) via the MISMO (HQ AFMC/LGP). The Air Force JG-DM member will advise the JG-DM of the planned action.

c. Limitation on Depot Maintenance Support Investments (see basic regulation). Funds will not be committed to establish a capability within the Air Force prior to the DMI study/joint Service decision.

d. Interim Contract Support (ICS) (see basic regulation). Contractor depot level maintenance required for support of engineering development, preproduction equipment, testing programs, or for interim contractor support (ICS) is not considered an assignment of depot maintenance responsibility because of its interim nature. The existence of an interim capability does not preclude the requirement for the DMI review and joint Service assignment.

e. Processing DMI Review Candidates (see basic regulation):

(1) AFMC organizations acquiring new systems or equipment or managing existing workloads which meet the criteria for DMI review will identify DMI review candidates by completing and submitting JLC Forms 27 and 44 to the ALC or Product Center MISO.

(2) ALC and Product Center MISOs forward valid DMI review candidates to HQ AFMC/LGPY.

(3) HQ AFMC/LGPY will assign a project officer to each DMI review candidate received. The DMI project officer will request, from the program office, SPD, SSD, IM, maintenance manager, MISO, PGM, MGM, and/or SSM, as appropriate, information necessary to perform a pre-introductory analysis or information which is needed for inclusion with the DMI review introduction. HQ AFMC/LGPY will:

(a) Determine the type of DMI review which should be performed: Directed DSOR, Service Workload Competition, MISMO Review, or JDMAG DMI Study.

(b) Directed DSOR and Service Workload Competition reviews should be submitted to JDMAG for recording, with a copy to the other Service MISMOs for information.

(c) MISMO Reviews proposed by the Air Force should be submitted to JDMAG for recording and to the other Service MISMOs for concurrence.

(d) JDMAG DMI Studies should be submitted to JDMAG, with a copy to the other Service MISMOs for information.

(e) Advise the initiating organization (program office, SPD, SSD, IM, MISO, PGM, and/or MGM).

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(f) Advise the managing ALC MISO, if different from the initiating organization.

(4) In response, JDMAG will identify the DMI study number and its project officer assigned to HQ AFMC/LGPY. JDMAG may also identify additional data requirements to the program office and coordinate delivery of that data and program milestones to ensure the study can be completed prior to the depot SOR decision need date. In the event of a conflict, HQ AFMC/LGPY will be requested to assist in resolution.

(5) The JDMAG will identify data deficiencies and DMI review/program milestone incompatibilities to the program office and HQ AFMC/LGPY. Responsibility for resolution rests with the program manager.

(6) Upon receipt of another Service's MISMO Review or of a JDMAG DMI Study recommendation, HQ AFMC/LGPY will staff the recommended depot SOR assignment within the Air Force, as appropriate. Forty-five days (from the date of the MISMO Review or JDMAG DMI Study letter/memorandum) are permitted for this process. HQ AFMC/LGPY will submit concurrences or nonconcurrences, with rationale/justification, to JDMAG.

(7) Within 15 days of receipt of concurrences from the four Services, JDMAG will release the joint Service decision to the Service MISMOs. In event of a nonconcurrency, JDMAG will reconcile the nonconcurrency if possible. Otherwise, JDMAG will refer the issue to the JG-DM for resolution.

**f. Implementing the Joint Service Depot Source of Repair Decision (see basic regulation):**

(1) Following receipt of the joint Service decision, HQ AFMC/LGPY will notify the appropriate Air Force organizations and request the MISO develop a plan for implementing the decision. The implementation plan is required to be submitted to HQ AFMC/LGPY within 90 days of the decision. The implementation plan is evolutionary and will be maintained current until repairable assets are inducted for repair and serviceable assets are shipped to the Principal. Periodic reporting of milestone achievement will be submitted to HQ AFMC/LGPY for tracking purposes.

(2) The assigned HQ AFMC/LGPY project officer will track implementation of the decision. A tracking system will be established, slips or delays identified, and any necessary action required of HQ AFMC/LGPY initiated. Other required actions will be identified to the responsible office.

(3) If an interservice agreement is necessary, the appropriate ALC MISO representation will be provided for planning groups/teams, conferences, reviews, negotiations, etc.

(4) The IM will file and maintain the proper support codes in the Defense Logistics Information Service (DLIS) files. If the Air Force is the Principal in an interservice agreement, the IM must contact the Agent as soon as possible after receipt of the HQ AFMC/LG decision letter and establish initial plans for eventual interservice support negotiations. If support is to be



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provided by a Nonconsumable Item Material Support Code (NIMSC) 5, HQ AFMC/LGPY should be notified of such plans and, when requested, provided a copy of JLC Form 16, Certificate of Usability, verifying action taken.

(5) If the Air Force is designated as Agent in an interservice agreement, the Agent ALC MISO will be notified by HQ AFMC/LGP and should contact the appropriate program office and the Principal to identify points of contact by name, phone number, and office symbol. If any delay in negotiating interservice support is encountered, HQ AFMC/LGPY should be informed immediately.

(6) As the ALC focal point for DMI, the MISO is responsible for maintaining cognizance of the implementation of DMI decisions that affect the ALC. The MISO is responsible for ensuring that the actions listed in (4) and (5) above occur in a timely manner, and for developing and maintaining the plan identified in (4) above.

(7) The initial plan identified in (4) above should include the depot maintenance activation and implementation plans. The SPD and the Maintenance Activation Planning Team (MAPT) will jointly develop a network analysis and schedule from the implementation plans.

(8) Each ALC commander will ensure procedures for reporting workload shifts and new starts outlined in AFMCI 21-xxx are complied with before any formal DMISA negotiations are started.

(9) Workloads which will be supported by interservice sources will be managed under a DMISA except those to be supported under NIMSC 5 arrangements or by Memorandum of Agreement (see criteria in paragraph C-4f(10), below). The instructions and format provided in Appendix F, will be followed at the ALC in the preparation and format review of all DMISAs. The MISO is responsible for the accuracy and completeness of the DMISA.

(a) Air Force Acting as Principal:

1 ALC/LG Directorate will ensure coordination from concerned directorates at the ALC is obtained. ALC/LG Directorate or production manager, as appropriate, will ensure investment IMs of items being repaired on the DMISA are advised.

2 The DMISA will contain provision for mishap reporting in Exhibit XI, Safety. All safety-related messages and reports are prepared according to AFI 91-204. Telephone reporting (OPREP-3) will comply with the procedure outlined in JCS Pub No. 6, Volume 2, PT 12.

3 Exhibit IV of the DMISA, in all cases when Air Force is Principal, will contain projected requirements necessary to support the Principal's mobilization plan. The exhibit will display, by month, the mobilization (war) requirements for the items in units. If no requirement is identified, a statement to that effect is made part of the exhibit. NOTE: Repair of prestocked or other war reserve materiel (WRM) requirements is deferred unless prior approval has been granted by HQ AFMC/DRIW.

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4 If foreign military sales (FMS), place appropriate marginal annotation (N/A, etc.) where applicable in the DMISA document, particularly paragraph 9c, last line. All charges must be applied to FMS customers.

5 ALC/LG Directorate will have the DMISA approved/signed by the ALC commander or designated representative.

(b) Air Force Acting as Agent:

1 When another Service/agency, as the Principal, approves a DMISA, the DMISA will be forwarded to ALC/LG Directorate at the appropriate Agent ALC.

2 ALC/LG Directorate will ensure the DMISA is coordinated with the appropriate Directorates at the ALC to ensure the DMISA agrees with applicable directives including FMS guidance and the original negotiation conducted with the concerned Service/agency. If conflicts arise, ALC/LG Directorate consults with the appropriate Product Directorates and resolves the differences with the concerned Service/agency, coordinating changes through the MISO.

3 After approval/signature by the ALC commander, or a designated representative, a copy of the DMISA is forwarded to HQ AFMC/LGP.

4 Guidance for providing FMS support is in Appendix F, paragraph 6b(11). Services provided should be at no cost to the Air Force or the Government.

5 SOR facilities, when different from the Agent, will assist in DMISA negotiation as required, receive requirements from the Agent, and keep the Agent apprised of production goals and problems. Reporting responsibilities will be fulfilled in a timely manner.

(c) DMISA Number. ALC/LG Directorate will ensure all MIPR amendments and project orders (PO) forwarded to another Service, government department, or agency include the applicable DMISA number. ALC/LG Directorate will also ensure copies of all DMISA amendments/changes/revised exhibits resulting from semiannual/annual reviews are distributed per original distribution list.

(10) DMISA Alternative - Memorandum of Agreement (MOA). All non-Air Force or non-foreign military workloads consisting of a maximum 5200 hours in a single year, or non-recurring one-time workloads may be documented by MOA rather than DMISA if participants agree. Instances when hours exceed the limits here or other factors will be referred to HQ AFMC/LGP for approval. MOA format will be similar to that of the DMISA, using only pertinent sections. Delete non-applicable paragraphs, but remaining paragraphs will not be re-sequenced. For MOAs where AFMC is a participant, the standard DMISA numbering system will be used, except that in the 12th position, insert alpha "M" (for memorandum). (This will not create any problem since an "M" amendment won't normally occur.) Workload documented by MOA will be included in Formats 1 through 4 of the MTC-LG(Q)7404 report.

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(11) Rate Stabilization. Industrial Fund sales prices are subject to the Department of Defense (DoD) Rate Stabilization Program. This program requires the fixing or freezing of prices to be charged to customers during an operating period, as outlined in AFMCI 21-111 and DoD 7000.14-R, Volume 11B, Chapter 63.

(12) Investment Spares:

(a) DD Form 1348-1, Single Line Item Release/Receipt Document, will be completed per Military Standard Requisitioning and Issuing Procedures (MILSTRIP) for all parts requisitions, using project codes appropriate for the various Services, in blocks 57 through 59. Air Force will negotiate a separate support plan for peculiar investment items, whether as Agent or as Principal, per Appendix F.

(b) Common investment items will normally be provided by the repairing Service. If the repairing Service requisitions common items from another Service, such issues will be reimbursable. Billing will use Standard Form 1080, Voucher for Transfers Between Appropriations and/or Funds, procedures as prescribed in Appendix F.

(13) Expense items. Any economic order quantity (EOQ) expenses items (ERRC "N" or "P") requisitioned from the Air Force will be on a reimbursable basis using MILSTRIP).

(14) Foreign Military Sales (FMS). DMISAs should be marked at the time of origin to identify FMS application. Exhibits I, II, and III should be clearly marked at the top. The title name of the document should also note FMS application in bold print.

(a) Asset use charges must be considered when determining costs. Fixed price cannot be ascertained definitely because use charges are determined as a percentage of other actual cost. For added guidance see DoD 5105.38-M and AFM 67-1, Vol. IX, Table 803-2 Matrix for Surcharges.

(b) Temporary Work Request (AFMC Form 206) will be prepared.

(c) Letter of Offer - Asset Use Charge. See AFM 67-1.

(d) Breakout of FMS requirements must be assigned separate PCN by FML.

#### **C-5. Reporting.**

a. Miscellaneous reporting - see Appendix F. References to reporting in this appendix do not constitute reporting authority except for those authorized by assignment of a reports control symbol (RCS). Specific reporting requirements will be prescribed and authorized in accordance with AFI 37-124, Chapter 2.

b. Depot Maintenance Interservice Support Long Range Plan, RCS: MTC-LG(Q)7404.

(1) ALC/LG Directorate will prepare this interservice workload plan according to Attachment 1; however, forms won't be established. Forward the RCS: MTC-LG(Q)7404 report to arrive at HQ AFMC/LGP not later than the last day of the month following the end of a fiscal quarter; that is, 31 January, 30 April, 31 July, and 31 October.

(2) Workload variances exceeding 10 percent or \$3,500, whichever is greater, in a single quarter between the present and previous report should be explained in footnote entries on the bottom of applicable Formats 1 and 2 (Atch 1). The fourth-quarter report should include total year-end productions. However, any production not included due to late receipt of data should be added and explained in a footnote entry on Format 1 for the following fiscal year first-quarter report, so that records may be adjusted.

(3) A summary of workload trends should be explained in the cover letter accompanying the plan/report.

(4) Work performed under Retail Agreements such as interservice support between field activities (e.g., bases, posts, stations, installation) of the DoD components and other agencies of the Federal Government, will not be included on the report unless identified by a DMISA number.

c. When workload offered cannot be accepted by the Air Force as Agent during, or subsequent to, DMISA negotiation, or conversely, if another Service as Agent cannot accept Air Force workload, HQ AFMC/LGP must be notified, along with supporting justification. Workload imbalances must be minimized, while realizing that all Services operate within constrained manpower authorizations.

**C-6. References:**

- a. DoD 4000.19-R, Defense Regional Interservice Support (DRIS) Regulation
- b. DoD 5105.38-M, Security Assistance Management Manual
- c. DoD 7290.3-M, Foreign Military Sales Finance and Accounting
- d. DoD 7000.14-R, Security Assistance Policy and Procedure, Volume 15
- e. JCS Pub 1-02, Department of Defense Dictionary of Military and Associated Terms
- f. JCS Pub 6V2PT12, Joint Reporting Structure
- g. AFI 37-124, The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections

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- h. AFR 26-1, Manpower Policies and Procedures (AFI 38-201 Pending)
- i. AFR 127-4, Investigating and Reporting U.S. Air Force Mishaps (AFI 91-204 Pending)
- j. AFI 65-501, USAF Budget Policies and Procedures (Pending)
- k. AFM 67-1, USAF Supply Manual
- l. AFMCI 21-101, Depot Maintenance Activation Planning (DMAP)
- m. AFMCI 21-111, Depot Maintenance Business Area (DMBA) Financial Operating Procedures
- n. AFMCI 21-xxx, Depot Maintenance Business Planning
- o. AFMCR 66-8, Contract Maintenance Program
- p. AFMCR 66-60, Operational Workload Control
- q. AFMCR 170-10, Depot Maintenance Service, Air Force Industrial Fund (DMS, AFIF) Financial Procedures

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**ATTACHMENT 1**

**DEPOT MAINTENANCE INTERSERVICE SUPPORT LONG RANGE PLAN  
(RCS: MTC-LG(Q)7404)**

**Instructions for Format Preparation:**

Basically, this plan is composed of requirements covering the total Air Force, Navy, Army, and other Defense agencies involved in the DMI program. Each format will be prepared according to the following guidelines:

- a. Current year requirements should reflect the funded requirements, with actual production for the quarter preceding the report date.
- b. The 4 projected years should reflect computed requirements, regardless of the funding level.
- c. Man-hours cited will reflect the direct product actual hours expended or projected.
- d. Dollars cited will reflect the cost incurred or projected, based upon the specified sales rate. Investment material costs are excluded.
- e. Include Marine Corps workloads with Navy workload planning.
- f. Organic is defined in JCS Pub 1 as "assigned to and forming an essential part of a military organization."
- g. Use plain bond paper for this plan.
- h. Branch, section, etc. data will be consolidated by the office before final submittal to HQ AFMC.

Note: Once Interservice Material Accounting and Control System (IMACS) is fully operational it will have the ability to generate this report.

**FORMAT 1**  
**(Current Fiscal Year)**

This format represents the current fiscal year depot maintenance interservice support effort expressed in both hours and dollars (thousands). The sort for this format is by Agent: Air Force, Army, Navy, Other; ALC will consolidate data as received from branches/divisions for each Agent. The quarters preceding the report date will reflect actual accomplishment. Separate forms will be submitted for organic and for contract.

Explanation of Format:

<b><u>Columnar Heading</u></b>	<b><u>Remarks</u></b>
DMISA	Include the DMISA number (Agent's acceptance number).
MOA	Include the method of accomplishing the work - contract or organic.
WBS	Workload Breakdown Structure category code - For each DMISA entry, use WBS codes identified in DOD 7000.14-R, Vol 6, Chapter 14, Addendum 4.
Facility	State the location of the work accomplished. Separate line entries will be required when the work is accomplished at more than one facility.
Actual Hours/ Dollars (000)	Express the workload in hours, broken out by fiscal year, quarter, and total. When dollar amounts are not known, an estimate will be made on best information available.
Total	Summarize hours and dollars broken out by fiscal year, quarter, and total.

**FORMAT 2**  
**(Four Outyear Projection)**

This format represents the 4 outyear projections for depot maintenance interservice support expressed in both hours and dollars (thousands). The sort is by Agent, as in Format 1. Columnar headings at the top of the page will be the 4 outyears. Separate forms will be submitted for organic and for contract.

Explanation of Format - See Format 1 above.

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**FORMAT 3**  
**(Man-Hour Summary)**

This format is a summarization of Formats 1 and 2 expressed in man-hours. Separate formats will be submitted for organic and for contract man-hour summaries.

Explanation of Format:

<b><u>Columnar Heading</u></b>	<b><u>Remarks</u></b>
Agent	Air Force, Navy, Army, and Other, listed in order (consolidate on same page per sample format).
Principal	Navy, Army, Others, and Air Force listed in order.
Current Year	A summary in man-hours broken out by fiscal year, quarter, and total.
Projected Years	A summary in man-hours broken out by fiscal year.
Man-Hour Total	Summary of workload performed by the Air Force as Agent, and for Air Force as Principal for the current year and 4 projected years.

**FORMAT 4**  
**(Dollar Summary)**

This format is a summary of Formats 1 and 2 expressed in dollars (thousands). Separate formats will be submitted for organic and contract dollar summaries.

Explanation of Format - Similar to that for man-hour summary (Format 3 above).